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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Retirement Counseling & Placement
25X1 212 Magazine

EXTENSION

NO.

DATE

11 September 1968

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Director of Personnel
5E-56 Hqs.

12 SEP 1968

2. Deputy Director for Support
7D-26 Hqs.D-1-1
FILE Personnel

25X1

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ND/S 68. 4/664

11 September 1968

MEMORANDUM FOR: Deputy Director for Support

THROUGH : Director of Personnel

SUBJECT : Retirement Counseling and Placement Staff
Progress Highlights During August 1968

1. The final meeting for review of the booklet "CIA Retirement and Disability System Questions and Answers" was held with OGC and OLC. Revisions were made and the adjusted version of the draft booklet was sent to the Director of Finance for his approval of those sections relating to responsibilities within the purview of the Office of Finance.

2. Requests have been forwarded to the Office of Security for completion of appropriate security clearances of the outside speakers selected for the November Retirement Information Seminar. Administrative details in preparation for the Seminar are being finalized on schedule (i.e., receipt of portfolio informational material, agenda outline ready for printing, etc.).

3. The retirement planning aid "CIA System Annuity Rate Table" was completed in draft form by the Office of Finance and has been forwarded to the printing office. This one-page guide will provide employees with a table showing the monthly annuity for each combination of years of service and average high-five annual salary, on the flat two percent per year basis.

4. Some most interesting and potentially profitable job sources have been developed during August. Initial arrangements with three new Richmond educational institutions, Wm. H. Clark Associates (a network of executive placement agencies), the Stanford Research Institute, (a number of specific openings being reviewed for retiree interest), the Wackenhut Corporation (industrial security), the Law Enforcement Assistance Administration (in process of development), and others have produced definite leads for us.

5. A system of preparing and selectively releasing abstracts of retiree backgrounds to stimulate employment interest has been put into operation. It has already been used with two newly opened organizations, with positive results.

6. A consultation was held with the Director of Personnel and a procedure drafted, in line with his suggestions, for the displaying of vacancies of which RCPS is cognizant. This will involve the use of Agency Bulletin Boards on which selected external job leads of probable interest to imminent retirees and those in a position to opt out, would be placed.

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GROUP 1
Excluded from automatic
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7. Statistical summary of RCPS action for the month of August:

Retirement Counseling Branch

Retiree Consultations:

| | |
|--|----------------|
| Full Counseling Interviews | 50 |
| Counseling Discussions | 70 |
| Retiree Dossiers Indexed | 11 (109 total) |
| Meetings with Management | 47 |
| Research and Information Requests | 17 |
| Briefings and Ret. Info. Exchanges: | |
| Agency | 12 |
| External | 11 |
| Publications, Staff Papers & Correspondence: | |
| Man-Days | 22½ |

External Employment Assistance Branch

| | |
|--|----|
| Retirees - New Cases | 16 |
| Resume Assistance Only | 11 |
| External Job Leads Provided | 9 |
| Follow-up Consultations | 28 |
| Resignees- New Cases | 34 |
| Resume Assistance Only | 19 |
| External Job Leads Provided | 61 |
| Follow-up Consultations | 60 |
| External Job Sources Developed | 9 |
| Written Inquiries Concerning External | |
| Applications Received and Answered | 32 |
| Personnel Files Reviewed for Outside | |
| Investigators on External Job Applications | 26 |

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Chief, Retirement Counseling and Placement Staff

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